

U.S. Department of Housing and Urban Development  
*Office of the Chief Human Capital Officer*

# Career Transition Programs Policy



## HANDBOOK 330.1

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## Chapter 1. General Provisions

### 1-1 Purpose

- A. In accordance with 5 Code of Federal Regulation (CFR) 330.602, this document outlines the Department of Housing and Urban Development's Career Transition Program policy.
- B. This policy provides the information and procedures for the following components:
  - 1. The selection priority programs available to employees:
    - a. The Career Transition Assistance Plan (CTAP) provides HUD surplus and displaced employees a placement priority into HUD vacancies for which there are active recruitment actions;
    - b. The Interagency Career Transition Assistance Plan (ICTAP) provides displaced employees of other Federal agencies a placement priority into HUD vacancies for which there are active recruitment actions; and
    - c. The Reemployment Priority List (RPL) which provides placement assistance to HUD employees who have been separated by a Reduction in Force or have been determined to be fully recovered from a compensable injury for which they were separated.
  - 2. The career transition services available to all surplus and displaced Department current and former employees affected by downsizing, restructuring, and/or transformation.

### 1-2 Scope

- A. The requirements and procedures set forth in this policy apply to actions involving Title 5 positions in the competitive and excepted service, GS-1 through GS-15.
- B. When provisions of this policy differ from changes in law or regulation, the changes in law or regulation will apply.

### 1-3 References

- A. Reemployment Priority List, 5 CFR §§330.201-.214
- B. Agency Career Transition Assistance Plan (CTAP) for Local Surplus and Displaced Employees, 5 CFR §330.601-.613
- C. Interagency Career Transition Assistance Plan (ICTAP) for Displaced Employees, 5 CFR §330.701-.711
- D. Definitions, 5 CFR §351.203

## 1-4 Definitions

The following definitions provide meanings for words as they are to be interpreted in the context of this policy:

- A. **Candidate:** An employee/former employee who meets the CTAP or ICTAP program requirements and has been determined to be “well qualified.”
- B. **Eligible:** An employee/former employee who meets the CTAP or ICTAP program requirements but a qualification determination has not been made.
- C. **Local Commuting Area:** The geographic area employees can be reasonably expected to commute back and forth for employment. This can include multiple population centers, if it is common practice that employees commute between them for employment. Typically, the Department defines the commuting area as locations within a 50 mile radius.
- D. **Reorganization:** The planned elimination, addition, or redistribution of functions or duties in an organization.
- E. **Surplus:** A Department employee who is:
  - 1. A current career or career-conditional competitive service employee at grade GS-15 (or equivalent) or below who received a Certification of Expected Separation under 5 CFR §351, *Reduction in Force*, or other official agency certification or notification indicating that the employee's position is surplus (for example, a notice of position abolishment or a notice of eligibility for discontinued service retirement); or
  - 2. A current excepted service employee on an appointment without time limit at grade GS-15 (or equivalent) or below who is being separated under Reduction in Force procedures or for declining a directed relocation outside of the commuting area and meets specific statutory requirements (see 5 CFR 330.602 for the complete definition).
- F. **Well Qualified:** A rating determination that an applicant has demonstrated at least a higher proficiency level of the required knowledge, skills, abilities, and competencies of a position than those that are basically qualified, but not necessarily as high as those that would be amongst the best qualified.
- G. **Vacancy:** A vacant competitive service position at grade GS-15 (or equivalent) or below to be filled for a total of 121 days or more, including extensions, regardless of whether the agency issues a specific vacancy announcement.

## 1-5 Location of Program Information

The Career Transition Programs Policy, along with all other transition assistance documentation and information, will be available to current and former employees on [www.hud.gov](http://www.hud.gov) and permanently posted on the HUD intranet website [hud@work](mailto:hud@work) or its successor intranet site.

## **1-6 Filling Vacancies from Selection Priority Candidates**

- A. Before issuing a referral certificate and/or certificate of eligibles, candidates with selection priority must be sent to the selecting official for consideration in the following order:
  - 1. Current or former Department employees who are eligible under the Department's RPL;
  - 2. CTAP candidates;
  - 3. ICTAP candidates; then
  - 4. Any other candidate (under appropriate selection procedures).
  
- B. The servicing human resources (HR) office will not forward to the selecting official the names of candidates in a lower selection priority program until HR determines that candidates in the higher program are no longer eligible or available for the position.
  
- C. There are no pass over procedures for a candidate in a selection priority program who has been determined by the servicing HR office to be "well qualified" and the applicant expresses continued interest for the vacancy.

## Chapter 2. Roles and Responsibilities

The Department agrees to use all resources at its disposal, as funding permits, including: early retirement; separation incentives (buyouts); and attrition to reduce staffing levels without adversely affecting employees. The Department is also committed to providing outplacement and training opportunities in an effort to ensure that employees are given every resource available to meet their employment needs.

### I. Office of the Chief Human Capital Officer (OCHCO)

- A. The Chief Human Capital Officer or designee is responsible for the administration of this policy. Approval to deviate from this policy must be obtained from the Assistant Secretary for Administration and/or the Chief Human Capital Officer or designee.
- B. The Chief, Policy Development Branch is responsible for:
  - 1. Formulating and issuing program guidance governing the administration of this policy;
  - 2. Interpreting concepts, procedures, and requirements of this policy to management and operational HR professionals;
  - 3. Periodically reviewing and revising this policy as new laws, regulation, guidance, and HUD policies are issued; and
  - 4. Providing guidance and facilitating any requests to Office of Personnel Manager (OPM).
- C. The Director, Recruitment and Staffing Division (RSD), Office of Executive Resources (OER), and/or a third party shared-service provider are responsible for:
  - 1. Implementing the Department's CTAP, ICTAP, and RPL;
  - 2. Counseling employees on the provision of the programs under this policy; and
  - 3. Advising selecting officials on program requirements.
- D. The Director, Employee Assistance Program, is responsible for:
  - 1. Counseling and assisting employees and their families to enable them to cope with stress and other difficulties associated with displacement; and
  - 2. Providing training and/or coaching on transition-related work-life topics.
- E. The Chief Learning Officer is responsible for:
  - 1. Coordinating workshops on career transition topics, such as resume writing, interviewing skills, if funds are available, etc.; and
  - 2. Obtaining outside vendors to offer career transitions workshops, if funding permits.

## II. The Program Offices

- A. The Assistant Secretary (AS) or General Deputy Assistant Secretary (GDAS), or equivalent, of each Program Area (Housing, Public and Indian Housing, Community Planning and Development, Fair Housing and Equal Opportunity, etc.) is responsible for:
1. Making transformation decisions that balance the needs of the Department with the Department's responsibility to its employees;
  2. Selecting available CTAP/ICTAP/RPL candidates, when referred; and
  3. Providing support to employees during periods of transformation.
- B. Employees/Former employees are encouraged to regularly review their personnel records for accuracy especially during a time of transition and/or transformation. At the time an employee becomes aware that he/she may potentially become a displaced or surplus employee, the employee/former employee should:
1. Review all pertinent human resources documents, such as Standard Form 50s, to ensure they are accurate, up-to-date, and reflect all Federal service;
  2. Ensure resumes are current and reflect all job experience, both Federal and private sector; and
  3. Take advantage of the HUD career transition services and other outplacement programs that are available.

## Chapter 3. Career Transition Assistance Plan (CTAP)

### 3-1 Purpose

CTAP is a selection priority program that provides current Department employees a way to transition into a new position within the Department if they are to be separated, through no fault of their own, as a result of a departmental transition, reorganization, and/or transformation action.

### 3-2 CTAP Definition of Displaced

Displaced is defined as a Department employee in one of the following two categories:

1. A current career or career-conditional competitive service employee at grade GS- 15 or below who:
  - a. Received a Reduction in Force (RIF) separation notice and has not declined an offer of a position with the same type of work schedule (full-time, part-time, etc.) and a representative rate at least as high as that of the position from which the employee will be separated; or
  - b. Received a notice of proposed removal for declining a directed geographic relocation outside of the local commuting area (e.g., a directed reassignment or change in duty station);

Or

2. A current excepted service employee on an appointment without time limit at grade level GS-15 or below who meet specific requirements. 5 CFR §330.602 provides the complete definition of displaced employees as it applies to CTAP.

### 3-3 Actions Covered

Unless placement is taken under one of the “Actions Not Covered” in section 3-4, all actions to fill competitive service vacancies are subject to the requirements in this policy. The Department must select an eligible employee as described before selecting any other applicant from within or outside the Department, unless doing so would cause another employee to be separated by Reduction in Force.

### 3-4 Actions Not Covered

The following are the most common placement actions that may be taken without consideration of CTAP candidates. For a complete list refer to 5 CFR §330.609, *Exceptions to the CTAP Selection Priority*:

- A. Reassign or demote an employee under 5 CFR §432, *Performance Based Reduction in Grade and Removal Actions* or 5 CFR §752, *Adverse Actions*;
- B. Appoint an individual for a period limited to 120 or fewer days, including all extensions;

- C. Reassign agency employees between or among positions in the local commuting area (sometimes called job swaps or job exchanges) when there is no change in grade or promotion potential and no actual vacancy results;
- D. Convert an employee currently serving under an appointment providing noncompetitive conversion eligibility to a competitive service appointment, including from:
  - 1. A Veterans Recruitment Appointment under 5 CFR § 307, *Veteran Recruitment Appointment*;
  - 2. Appointment under 5 USC §3112, *Disabled Veterans; Non-competitive Appointment* and 5 CFR §316, *Temporary and Term Appointment* of a veteran with a compensable service-connected disability of 30 percent or more; and
  - 3. Make an excepted service appointment under 5 CFR §213, *Excepted Service*.
- E. Effect a personnel action under, or specifically in lieu of, 5 CFR §351, *Reduction in Force*;
- F. Effect a position change of an employee into a different position as a result of a formal reorganization, as long as the former position ceases to exist and no actual vacancy results;
- G. Appoint an individual under an excepted service appointing authority;
- H. Effect a position change of an employee within the excepted service;
- I. Detail an employee within the agency;
- J. Promote an employee for a period limited to 120 or fewer days, including all extensions;
- K. Effect a position change of a surplus or displaced employee in the local commuting area;
- L. Promote an employee to the next higher grade or pay level of a designated career ladder position;
- M. Effect a personnel action pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
- N. Retain an individual whose position is brought into the competitive service under 5 CFR §316, *Temporary and Term Appointments*, and convert that individual, when applicable, under 5 CFR §315, *Career and Career Conditional Appointments*;
- O. Extend a time-limited promotion or appointment up to the maximum period allowed (including any OPM-approved extensions beyond the regulatory limit on the time-limited promotion or appointment), if the original action was made subject to CTAP selection priority and the original announcement or notice stated that the promotion or appointment could be extended without further announcement; or
- P. Appoint a member of the Senior Executive Service into the competitive service under 5 USC 3594, *Guaranteed Placement in Other Personnel Systems*.

### **3-5 Eligibility Requirements and Timeframe**

A. Eligibility for placement under CTAP begins on the date the Department issues the employee official notification for:

1. A notice of proposed separation for declining a directed reassignment outside of the local commuting area;
2. A RIF separation notice; or
3. A *Certificate of Expected Separation* under 5 CFR §351, *Reduction in Force*.

This official notification is the proof of eligibility that must be submitted when the employee applies for a vacancy and requests consideration.

B. To be eligible for consideration under CTAP, an individual must:

1. Meet the definition of displaced or surplus; and
2. Have a current end of year performance rating of at least fully successful or equivalent.

C. Eligibility expires on the earliest of the:

1. Employee's separation date from the Department;
2. Date of cancellation of the notice that allowed the employee to meet the definition of displaced or surplus;
3. Effective date an eligible employee receives a career, career-conditional, or excepted appointment without time limits in any agency.

### **3-6 Becoming a CTAP Candidate**

An employee who meets the eligibility requirements becomes a CTAP candidate and receives selection priority, when he/she meets ALL of the following requirements:

- A. Applies for a specific HUD vacancy that is in the local commuting area and at the same or lower grade as the employee's position of record. The vacancy cannot have a higher promotion potential than that of the employee's position of record.
- B. Submits a complete application, CTAP proof of eligibility, and all vacancy-specific required supporting documents by the closing date of the announcement. CTAP eligible applicants who do not provide a copy of their proof of eligibility before the vacancy closing date will not be afforded CTAP priority and will be rated and ranked the same as other applicants.
- C. Is determined to be "well qualified" by meeting the following requirements:
  1. Meets the minimum qualifications of the position, including any Individual Occupational Requirements;
  2. Possesses the vacancy-specific selective placement factors and/or conditions of employment, if applicable;

3. Is physically qualified with, or without, reasonable accommodation to perform the essential duties of the position;
4. Can satisfactorily perform the duties of the position upon entry, or within the first 90 days, with minimal disruption; and
5. Earns a score of “84” or above when the Department rates and ranks candidates using an occupational questionnaire. If the Department uses an alternate method for rating and ranking, the applicant must possess at least 45% of the maximum quality ranking score.

### **3-7 Granting CTAP Priority and Referring Candidates**

- A. If there are CTAP candidates available, the HR office will refer only those names to the selecting official. Management may not place any other person into the vacancy unless he/she meets one of the exceptions in section 3-4.
- B. Displaced HUD employees will be selected prior to surplus HUD employees.
- C. All referred CTAP candidates are considered equal and any one can be selected without consideration of any other factors.

### **3-8 Rating Reviews**

- A. The servicing HR specialist must perform a minimum qualification and quality rating determination on all applicants who indicate they are CTAP eligible and have earned a score of at least “84” on the occupational questionnaire. The HR Specialist must determine that the applicant’s resume and other documentation demonstrate the required “well qualified” level of proficiency.
- B. If the rating review supports the applicants rating of “well qualified,” then he/she is referred to the selecting official.
- C. If the HR Specialist determines the resume and supporting documentation does not demonstrate the “well qualified” rating, the package will be forwarded to the appropriate branch chief/team leader for a second-level review. The rating determination of this second level review will be final.
  1. If the applicant is determined to meet minimum qualifications, but does not possess the appropriate proficiency level, he/she will not be afforded CTAP selection priority. He/she will be rated and ranked using the standard recruitment procedures.
  2. If it is determined the applicant does not demonstrate possession of the vacancy’s minimum qualifications, he/she will be removed from consideration for the position.
- D. Human resources may engage a subject matter expert, who is not the selecting official, to assist in the rating review.
- E. CTAP eligibles that are determined to not be “well qualified” will be notified in writing of the determination, including information regarding the second-level rating review. If the eligible disputes the rating, he or she may file a grievance in accordance with established grievance procedures.

F. All rating review documentation must be retained in the vacancy case file.

### **3-9 CTAP Applicant Notification Requirements**

- A. In addition to the Department's routine applicant notification procedures, applicants who apply under CTAP will be notified, in writing, of the final dispensation of their application.
- B. This notification must include:
  - 1. If the applicant was found to be at least "well qualified" and subsequently referred as a CTAP candidate;
  - 2. If the applicant was not found to be "well qualified," the results of an independent second review; and
  - 3. The final disposition of the vacancy, such as:
    - a. If another CTAP candidate was hired;
    - b. If a CTAP exception candidate was placed into the position;
    - c. If a candidate from a different recruitment source was placed into the position; or
    - d. If the recruitment was cancelled.

### **3-10 Vacancy Announcement Requirements**

- A. Vacancies will be reported to OPM by means of publishing the announcement on USAJOBS when the Department accepts applications from outside the Department, including applications from candidates serving in temporary appointments within the Department.
- B. The Job Opportunity Announcements (JOA) will include specific instructions on how CTAP eligible applicants apply for vacancies. This will include a description of proof of eligibility and the definition of "well qualified," including the cut-off score.

### **3-11 Denying CTAP Selection Priority**

The Department may deny a CTAP eligible future selection priority with the Department and, therefore, not refer him/her to the selecting official, when:

- A. The eligible declines an offer of a position for which he/she requested CTAP consideration for a permanent appointment at any grade or pay level in the competitive or excepted service; or
- B. The eligible fails to respond to a written offer of a permanent position at any grade or pay level in the competitive or excepted service within 5 business days of its offer.

## Chapter 4. Interagency Career Transition Assistance Plan (ICTAP)

### 4-1 Purpose

ICTAP is a selection priority program that allows employees of other Federal agencies who have been displaced through no fault of their own to obtain a position within HUD. Displaced HUD employees use ICTAP to locate positions in other agencies. HUD employees/former employees do not use ICTAP to be placed within HUD.

### 4-2 ICTAP Specific Provisions

- A. The provisions of this chapter are applicable only to displaced employees/former employees of other agencies who are afforded ICTAP consideration for positions within HUD.
- B. ICTAP applies only when the Department announces vacancies externally and can make selections from outside its workforce. It does not prohibit movement within the Department.
- C. In accordance with 5 CFR 330.701, the provisions of the Reemployment Priority List (see chapter 5) will remain in effect. When HUD considers candidates from outside the agency for vacancies, registrants in its RPL have priority for selection over employees eligible under ICTAP provisions.

### 4-3 ICTAP Definition of Displaced

To be considered displaced, a person falls into one of the following categories:

- A. A current career or career-conditional (tenure group I or II) competitive service employee at grade GS-15 (or equivalent) or below whose current performance rating of record is at least fully successful or equivalent and who:
  - 1. Received a Reduction in Force (RIF) separation notice and has not declined an offer of a position with the same type of work schedule (full-time, part-time, etc.) and a representative rate at least as high as that of the position from which the employee will be separated; or
  - 2. Received a notice of proposed removal for declining a directed geographic relocation outside of the local commuting area (e.g., a directed reassignment or change in duty station).
- B. A former career or career-conditional (tenure group I or II) competitive service employee of any agency, except HUD, at grade GS-15 (or equivalent) or below whose last performance rating of record was at least fully successful or equivalent who was either:
  - 1. Separated by a RIF and has not declined an offer of a position with the same type of work schedule and a representative rate at least as high as that of the position from which the employee was separated; or
  - 2. Removed for declining a directed geographic relocation outside of the local commuting area (e.g., a directed reassignment or change in duty station).

- C. Other categories of displaced employees, including those who have been separated because of compensable injuries or illness, employees who retired under discontinued service retirement on the effective date of a RIF separation, Military Reserve Technicians or National Guard Technicians who are receiving a special disability retirement annuity, and certain Executive Branch agency employees in the excepted service who are serving (or were serving) on an appointment without time limit and received a RIF separation notice or notice of separation for declining a directed reassignment outside the commuting area. (5 CFR §330.702 provides a complete description of displaced employees.)

#### **4-4 Actions Covered**

All actions to fill competitive service vacancies from outside of the Department's permanent competitive service workforce are covered under this policy including, but not limited to:

- A. Competitive appointments such as direct hire authority;
- B. Movement between agencies (e.g., transfers);
- C. Reinstatements; and/or
- D. Time-limited appointments of 121 days or more to the competitive service (including extensions).

#### **4-5 Actions Not Covered**

The following are the most common placement actions that may be taken without consideration of ICTAP candidates (for a complete list, refer to 5 CFR §330.707, *Exceptions to ICTAP Selection Priority*):

- A. Place a current or reinstate a former agency employee from the Reemployment Priority List;
- B. Effect a position change of a current permanent competitive service agency employee;
- C. Appoint a 10-point veteran preference eligible through an appropriate appointing authority;
- D. Appoint an individual for a period limited to 120 or fewer days, including all extensions;
- E. Appoint an individual under an excepted service appointing authority;
- F. Convert an employee serving under an appointment that provides noncompetitive conversion eligibility to a competitive service appointment, including from:
  - 1. A Veterans Recruitment Appointment under 5 CFR §307, *Veterans Recruitment Appointment*;
  - 2. An appointment under 5 USC 3112, *Disabled Veterans; Noncompetitive Appointment*, and 5 CFR §316, *Temporary and Term Appointments*, of a veteran with a compensable service-connected disability of 30 percent or more; and

3. An excepted service appointment under 5 CFR §213, *Excepted Service*.
- G. Effect a personnel action pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
  - H. Extend a time-limited appointment up to the maximum period allowed (including any OPM-approved extension past the regulatory limit on the time-limited appointment), if the original action was made subject to ICTAP selection priority and the original vacancy announcement stated that the appointment could be extended without further announcement;
  - I. Reappoint a former agency employee into a hard-to-fill position requiring unique skills and experience to conduct a formal skills-based agency training program;
  - J. Retain an individual whose position is brought into the competitive service under 5 CFR §316, *Temporary and Term Appointments* and convert that individual, when applicable, under 5 CFR §315, *Career and Career Conditional Appointments*;
  - K. Detail an employee to another agency;
  - L. Transfer or reinstate an ICTAP eligible who meets the agency's definition of “well-qualified”;  
or
  - M. Transfer or a position change of an employee under 5 CFR §412, *Supervisory, Management and Executive Development*.

#### **4-6 Eligibility for ICTAP**

- A. Eligibility for ICTAP begins on the date the employee or former employee meets the definition of displaced in section 3-2.
- B. To be eligible for ICTAP, an individual must meet all the conditions:
  1. Be a displaced employee as defined in section 3-2 of this document; and
  2. Have a current (or a last) end of year performance rating of record of at least “fully successful” or equivalent, except for those who are eligible due to compensable injury or disability retirement.
- C. Eligibility expires on the earliest of:
  1. One (1) year from the separation date for employees who are separated based on a RIF or declination of directed reassignment outside of the commuting area;
    - a) For other eligibles, expiration of eligibility is based on the status that originally qualified them as a displaced employee (see 5 CFR § 330.708(c)).

Or

  2. The date an ICTAP eligible:

- a) Receives a written cancellation of the notice that allowed the eligible to meet the definition of displaced;
- b) Separates from the Department for any reason prior to the removal date on the notice; or
- c) Is appointed to a career, career conditional, or excepted appointment without time limits in any agency at any grade or pay level.

#### **4-7 Becoming an ICTAP Candidate**

An applicant who meets the eligibility requirements becomes an ICTAP candidate; and receives the selection priority when he/she meets ALL of the following requirements:

- A. Applies for a specific HUD vacancy that is in the local commuting area and is, or was, at the same or lower grade as the employee's current or displaced position. The vacancy cannot have a higher promotion potential than the employee's position of record.
- B. Submits a complete application, ICTAP proof of eligibility, and all vacancy-specific required supporting documents by the closing date of the announcement. ICTAP eligible applicants who do not provide proof of eligibility by the closing date will not be afforded ICTAP priority and will be rated and ranked the same as other applicants.
- C. Is determined to be "well qualified" by meeting the following requirements:
  - 1. Meets the minimum qualifications of the position, including any Individual Occupational Requirements;
  - 2. Possesses the vacancy-specific selective placement factors and/or conditions of employment, if applicable;
  - 3. Is physically qualified with, or without, reasonable accommodation to perform the essential duties;
  - 4. Can satisfactorily perform the duties of the position upon entry, or within the first 90 days, with minimal disruption; and
  - 5. Earns a score of "84" or above when the Department rates and ranks candidates using an occupational questionnaire. If the Department uses an alternate method for rating and ranking, the applicant must possess at least 45% of the maximum quality ranking score.

#### **4-8 Granting ICTAP Priority and Referring Candidates**

- A. ICTAP candidates will be referred only after all CTAP and/or RPL eligible candidates have been exhausted. If there are ICTAP candidates, HR will refer only those names to the selecting official. Management may not place any other person into the vacancy unless he/she meets one of the exceptions in section 3-4.
- B. All well qualified ICTAP candidates will be referred to the selecting official for consideration. They are considered equal and the selecting official may select any ICTAP candidate without regard to order or standing.

#### **4-9 Rating Reviews**

- A. The servicing human resources (HR) specialist must perform a minimum qualification and quality rating determination on all applicants who have indicated they are ICTAP eligible and have earned a score of at least “84” on the occupational questionnaire. The human resources specialist must verify that the applicant’s resume and other documentation demonstrate the required “well qualified” level of proficiency.
- B. If the rating review supports the applicants rating of “well qualified,” then he/she is referred to management.
- C. If the HR Specialist determines the resume and supporting documentation does not demonstrate the claimed “well qualified” rating, the package will be forwarded to the appropriate branch chief/team leader for an independent second review. The rating determination of this second level-review will be final.
  - 1. If the applicant is determined to meet minimum qualifications, but does not possess the appropriate proficiency level, he/she will not be afforded ICTAP selection priority. Instead, he/she will be rated and ranked using the standard recruitment procedures.
  - 2. If it is determined the applicant does not demonstrate possession of the vacancy’s minimum qualifications, he/she will be removed from consideration for the position.
- D. Human resources may engage a subject matter expert, who is not the selecting official, to assist in the rating review.
- E. ICTAP eligibles that are determined to not be “well qualified” will be notified in writing of the determination, including information regarding the second-level rating review. If the eligible disputes the rating, he/she may request reconsideration.
- F. All rating review documentation must be retained in the vacancy case file.

#### **4-10 ICTAP Applicant Notification Requirements**

- A. In addition to the Department’s routine applicant notification procedures, applicants who apply under ICTAP will be notified, in writing, of the final dispensation of their application.
- B. This notification must include:
  - 1. If the applicant was found to be at least “well qualified” and subsequently referred as a ICTAP candidate;
  - 2. If the applicant was not found to be “well qualified,” the results of the independent second review; and
  - 3. The final disposition of the vacancy, such as:
    - a. If another ICTAP candidate was hired;
    - b. If an ICTAP exception was placed into the position;
    - c. If a candidate from a different recruitment source was placed into the position; or
    - d. If the recruitment was cancelled.

#### **4-11 Vacancy Announcement Requirements**

- A. Vacancies will be reported to OPM by means of publishing the announcement on USAJOBS when the Department accepts applications from outside the Department, including applications from candidates serving temporary appointments within the Department.
- B. Merit Promotion vacancy announcements with ICTAP as an area of consideration must also include those individuals eligible for Veterans Employment Opportunities Act (VEOA) appointments in the area of consideration
- C. The JOA will include specific instructions on how ICTAP eligible applicants apply for vacancies. This will include a description of proof of eligibility and the definition of “well qualified,” including the cut-off score.

#### **4-12 Denying ICTAP Selection Priority**

The Department may deny an ICTAP eligible future selection priority with the Department and; therefore, not refer him/her to the selecting official, when:

- A. The eligible declines an offer of a position for which he/she requested ICTAP consideration for a permanent appointment at any grade or pay level in the competitive or excepted service;
- B. The eligible fails to respond to a written offer of a permanent position at any grade or pay level in the competitive or excepted service within 5 business days of its offer; or
- C. The eligible was terminated or removed from a position previously obtained through CTAP under 5 CFR part 432 or part 752.

## Chapter 5. Reemployment Priority List

### 5-1 Coverage

The Reemployment Priority List (RPL) is a job placement program administered under the rules prescribed by OPM in accordance with 5 CFR 330, Subpart B. The servicing HR Office within the Department must maintain an RPL for each commuting area serviced to provide placement priority to its former competitive service employees separated by RIF, as well as those fully recovered from a compensable injury after more than 1 year. In filling vacancies, RPL registrants must be given placement priority over certain outside job applicants.

### 5-2 Actions Covered

- A. All permanent and time-limited appointments in the competitive service are covered under the requirements of the RPL.
- B. Noncompetitive appointing authorities may not be used to fill a vacancy, if there are RPL registrants who are qualified for the position at the specific grade in the local commuting area.

### 5-3 Actions Not Covered

In accordance with 5 CFR §330.211, an appointment can be made without consideration of RPL candidates if the appointment is made under one of the following exceptions:

- A. Fill a vacancy with an employee of the agency's current permanent competitive service workforce through detail or position change, subject to the requirements of 5 CFR 330.601, *Agency CTAP for Local Surplus and Displaced Employees*;
- B. Appoint a 10-point preference eligible through an appropriate appointing authority;
- C. Appoint a current or former employee exercising restoration rights under 5 CFR part 353, *Restoration to Duty from Uniformed Service or Compensable Injury*, based on return from military service or recovery from a compensable injury or disability within 1 year;
- D. Appoint a current or former employee exercising other statutory or regulatory reemployment rights;
- E. Fill a specific position when all RPL placement priority candidates decline an offer of the position or fail to respond to a written agency inquiry within 5 business days about their availability;
- F. Convert an employee serving under an appointment that provides noncompetitive conversion eligibility to a competitive service appointment, including from:
  - 1. A Veterans Recruitment Appointment under 5 CFR §307;
  - 2. An appointment under 5 USC §§3112 and 316 of this chapter of a veteran with a compensable service-connected disability of 30 percent or more; and
  - 3. An excepted service appointment 5 CFR §213, *Excepted Service*.

- G. Reappoint, without a break in service, to the same position currently held by an employee serving under a temporary appointment of 1 year or less (only to another temporary appointment not to exceed 1 year or less);
- H. Extend an employee's temporary or term appointment up to the maximum permitted by the appointment authority or as authorized by OPM; or
- I. Appoint an individual under an excepted service appointing authority.

#### **5-4 RPL Eligibility**

A. To be placed on the RPL, an employee must meet all the criteria in either paragraph 1 or 2:

1. Eligibility due to Reduction in Force (RIF). A person will be considered eligible to be placed on the Department's RPL, when he/she:
  - a. Is serving on a competitive service appointment in Tenure Group I or II;
  - b. Received a specific notice of RIF separation or a Certificate of Expected Separation;
  - c. Has at least a fully successful, or equivalent, on the most recent performance rating of record;
  - d. Has not declined an offer under RIF procedures of a position with the same type of work schedule and the same representative rate as the position of record;
  - e. Has submitted a complete RPL application packet as described in section 5-5 of this policy; and
  - f. Has not separated for other reasons, such as resignation, retirement, transfer, etc., before the effective date of the RIF action.

Or

2. Eligibility due to Compensable Injury or Disability. A person will be eligible to be placed on the Department's RPL when:
  - a. Serving in, or separated from, a competitive service appointment in Tenure Group I or II;
  - b. Accepted a position at a lower grade or pay level in lieu of separation or has been separated because of a compensable injury or disability;
  - c. Has fully recovered more than one (1) year after compensation began; and
  - d. Has received notification from the Office of Workers' Compensation Programs, Department of Labor, that injury compensation benefits have, or will cease.

B. Eligibility begins on the date the applicant:

1. Submits the RPL application packet in accordance with section 5-5 of this policy; and
2. Meets the eligibility requirements under section 5-4, A, 1 or 2 of this policy.

C. Eligibility ends 2 years from:

1. The date of separation based on Reduction in Force under 5 CFR part 351, *Reduction in Force*; or
2. The date the Department registers the RPL eligible on the list based on his/her recovery from a compensable injury.

#### **5-5 Submitting an RPL Application Packet**

- A. In order to meet the eligibility criteria for RPL, applicants must submit an RPL application packet, which includes:
1. *Reemployment Priority List Registration* (see Appendix A for example);
  2. Resume, or other application;
  3. Supporting documentation for any series-specific qualification requirements, if applicable; and
  4. Proof of eligibility.
- B. The application packet must be submitted:
1. No later than the effective date of the RIF separation; or
  2. Within 30 calendar days after the injury compensation benefits cease or the date the Department of Labor denies an appeal for continuation of injury compensation benefits.
- C. HR must register RPL eligibles on the RPL no later than 10 days after receipt of the RPL application packet.
- D. RPL registrants may update their resume and/or application packet at any time during the eligibility period. Registered positions and qualification determinations will be made based on all documentation provided, not just the updated information. No eligibility or referral will be granted retroactively, unless an error was made by the Department.

#### **5-6 RPL Registration**

- A. Placement on the RPL will be determined by RIF retention group and subgroup order. The following information will also be annotated on the RPL roster:
1. Series and grade of qualified positions;
  2. Registration area;
  3. Eligibility date; and
  4. Eligibility expiration date.
- B. If the RPL eligible meets the criteria due to compensable injury/disability, the registering HR office will determine the RIF retention group and subgroup order in accordance with 5 CFR 351, *Reduction in Force*, Subpart E, *Retention Standing*. HR may request all supporting documentation needed to make an accurate determination.
- C. An RPL eligible shall normally be considered only for Department positions in the commuting area where the former position is, or was, located.

- D. Individuals with RPL entitlement based on recovery from a compensable injury or disability shall be referred for positions for which they qualify that are at no higher grade than their last position. RPL eligibles that cannot be placed at their former grade level in their commuting area are entitled to priority consideration for equivalent position elsewhere in the Department. Instead of expanded geographic consideration, an individual may elect to be considered for the next best available position in the commuting area.

#### **5-7 Applying RPL Placement Priority**

- A. One RPL will be maintained per commuting area regardless of the number of distinct HR offices that serve the geographic location.
- B. Prior to publishing a vacancy, the serving HR office must clear the RPL. The RPL must be cleared only once during the vacancy process, unless the vacancy is reannounced to obtain additional candidates.
- C. An offer may not be extended to any candidate who does not meet one of the exceptions in section 5-3, if a qualified RPL applicant is present on the Department's RPL for that commuting area.
- D. If the vacancy is going to be advertised at multiple grade levels, each grade level must be cleared; however, registrants have no entitlement to a position with greater promotion potential than the position from which they were or shall be separated.
- E. The Department will use the Retention Standing Order method of referring and selecting candidates. Candidates are provided to the selecting official in retention order standing by tenure group and subgroup order. Candidates of a lower retention order standing cannot be selected over ones of a higher; however, within individual subgroups selection can be made without regard to the order of retention standing.

#### **5-8 Removal from the RPL**

- A. Registrants are removed from the RPL at **all** registered grades, if the registrant:
  - 1. Declines a written notice of a Department offer of a career, career-conditional, or excepted appointment without time limits having the same type of work scheduled and a representative rate at the same level.
  - 2. Fails to respond to a written offer of a career, career-conditional or excepted appointment without time limits having the same type of work schedule and a representative rate at the same level within five (5) business days of receipt of offer.
  - 3. Receives a written cancellation, rescission, or modification to the RIF separation notice, the Certificate of Expected Separation, or the notification of cessation of injury compensation benefits so that the injury compensation benefits will continue;
  - 4. Separates from the Department for any reason before the RIF separation date;

5. Requests, in writing, removal from the RPL;
  6. Is placed in a position without time limit at any grade within the agency; or
  7. Is placed in a position under a career, career-conditional, or excepted appointment without time limit at any grade or pay level in any agency.
- B. An RPL registrant is removed from the RPL at registered grades **with a representative rate at and below** the representative rate of a position offered by the agency, if the offered position is below the last grade or pay level held and the registrant:
1. Declines, or fails to reply to, the Department's inquiry about an RPL offer of a career, career-conditional, or excepted appointment without time limit for a position meeting the acceptable conditions shown on the RPL registrant's application; or
  2. Declines, or fails to appear, for a scheduled interview.
- C. An RPL registrant removed from the RPL under paragraph B of this section at lower grades or pay levels than the last grade or pay level held remains on the RPL for positions with a representative rate higher than the offered position up to the grade or pay level last held, unless registration expires or otherwise terminates.
- D. Declination of time-limited employment does not affect RPL eligibility.

#### **5-9 RPL Offers**

- A. All RPL employment offers must be made in writing and contain information concerning an individual's rights to appeal and ramifications to the registrants standing on the RPL.
- B. If there are vacancy-specific selective placement factors and/or conditions of employment that must be met, the HR office must validate the applicant's possession of, or ability to obtain these factors/conditions, prior to extending the formal RPL offer.
- C. Candidates will not be considered to have "declined" a position if they are unable or unwilling to meet a vacancy-specific selective placement factor and/or condition of employment if they differ from those of the position of their former position of record.

## Chapter 6. Career Transition Services

### 6-1 Eligibility

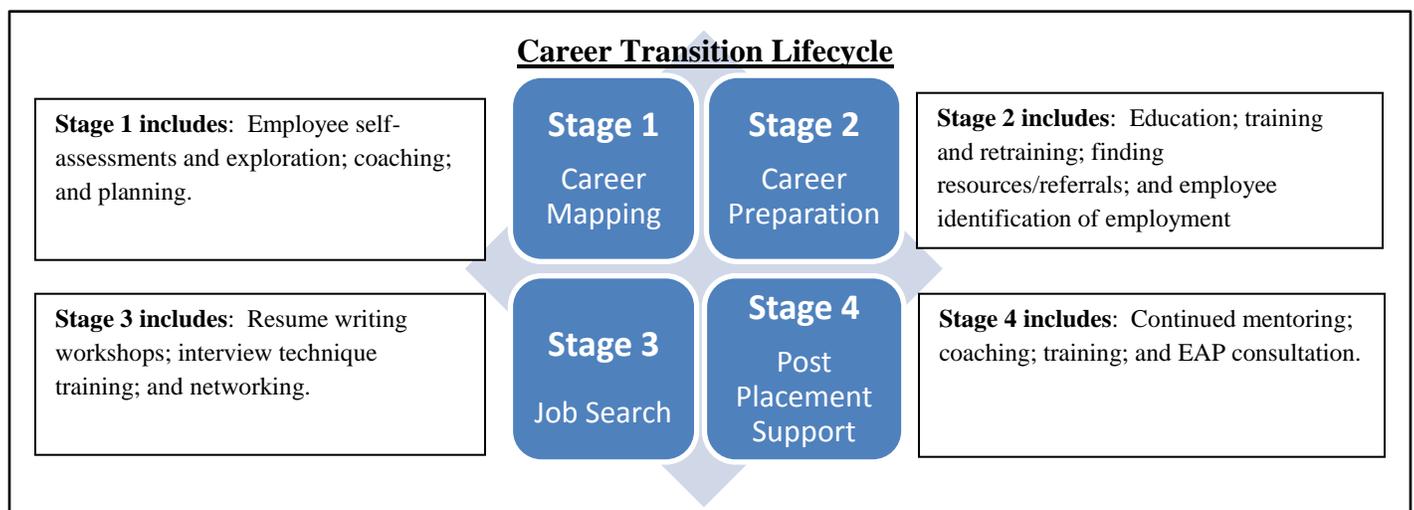
All surplus and displaced HUD CTAP or RPL current and former employees affected by downsizing, restructuring, and/or transformation are eligible for career transition services.

### 6-2 Access to Services

- A. Employees will be granted a reasonable amount of administrative leave, approved by their supervisor, to obtain and use HUD-provided and other non-HUD sponsored (such as OPM workshops, career transition courses etc.) career transition services. Employees may use their Department-issued computer and appropriate access to the internet to conduct job searches from government and other computer-based job information services to complete or obtain information concerning career transition information and material.
- B. Employees who meet the definition of eligible for any of the programs covered under this policy will be granted administrative leave to participate in job interviews and job fairs within the Department, other Federal agencies, and/or private sector companies. This leave must be requested in advance, in the automated time and attendance system, and approved by the first line supervisor.
- C. All employees located in the field and at remote sites will have access to career transition services provided by the Department. Subject to budget restrictions and the number of employees involved, the Department may schedule sessions with a Department representative or counselor at the remote site and/or make information available online.

### 6-3 Career Transition Services

- A. The Department is committed to assisting employees through the four stages of the career transition lifecycle.



- B. While fundamental transition services, such as online workshops, mentoring, and coaching are always available to employees through the Department and the Office of Personnel Management, during times of significant Program Office- or departmental-wide transformation actions, the Department will maintain more detailed information about career transition resources on a website that is accessible to both current and former displaced employees. Information will be provided about Federal, state, and local assistance available to support transition for all employees including, but not limited to, the following:
1. State employment services;
  2. State outplacement offices;
  3. Federal Executive Boards;
  4. Federal Executive Associations;
  5. Private Industry Counsels;
  6. The Small Business Administration; or
  7. Community colleges and universities with career centers.
- C. In the event of a RIF, the Department will:
1. Issue, at the earliest possible time, the *Certification of Expected Separation* to those employees who are expected to be separated under RIF procedures so they may begin using CTAP and/or ICTAP.
  2. Consider waiving or modifying qualifications for positions when there are no other placement offers available for an employee facing separation. Qualification requirements may be waived by the supervisor and HR to assign an employee to a vacant position, as long as the employee shows the capacity, adaptability, and special skills needed to satisfactorily perform the duties and responsibilities of the position. Minimum education requirements must, however, be met.
- D. The Department may purchase, subject to budget restrictions, relevant publications and/or subscriptions to online organizations for use by eligible employees. The Department may also provide career-related assessments, as well as other services deemed necessary based upon the changing needs of the employees and the Department.
- E. In the event of the need for more expanded services and funding is available, the Department may establish a contract with a private firm to provide expanded outplacement services.
- F. The Department will provide employees information, in writing, how they can obtain the career transition service covered under this Policy including general information about ICTAP.

## Chapter 7. Records and Reporting Requirements

### 7-1 Records

- A. The servicing human resources office will maintain program-specific documentation for a period of two (2) years or after the program has been formally evaluated by OPM, whichever comes first, unless a grievance or complaint has been filed.
- B. In the event of a grievance or complaint, the two (2) year period begins on the date a decision has been reached on the grievance or complaint.
- C. The following documentation will be maintained in the vacancy case file for all CTAP/ICTAP vacancies and/or applicants:
  - 1. Resume, and all supporting documentation submitted by the applicant;
  - 2. Documentation used to determine eligibility for CTAP/ICTAP selection priority;
  - 3. Documentation of rating reviews conducted;
  - 4. All selection and non-selection decision making criteria used to make a determination; and
  - 5. Written offers and any other correspondence sent to the employee regarding CTAP/ICTAP consideration.
- D. The following documentation will be maintained for each RPL registrant:
  - 1. RPL Registration Sheet;
  - 2. Documentation used to determine eligibility for registration on the RPL;
  - 3. Resume, and all supporting documentation submitted by the applicant;
  - 4. All selection and non-selection decision making criteria used to make a determination; and
  - 5. Written offers and any other correspondence sent to the employee regarding the RPL.
- E. The date the RPL was cleared must be annotated in each vacancy case file, unless the recruitment falls under Section 5-3 of this plan, *Actions Not Covered*.

## Chapter 8. Operating Procedures and Accountability

### 8-1 Standard Operating Procedures (SOP) and Internal Quality Control

The following must be carried out upon receipt of this policy:

- A. The OCHCO, Office of Human Capital Services (OHCS) will develop operating procedures within 60 days of issuance of this policy, to ensure adherence to these provisions.
- B. OCHCO, OHCS will coordinate implementation of both this policy and all standard operating procedures with the third party service provider, if this type of arrangement exists.
- C. Copies of all operational guidance and/or standard operating procedures will be provided to the OCHCO, Policy Development Branch upon publishing and as updated.
- D. OCHOC, OHCS will incorporate in the SOP an internal quality control (QC) process for auditing the career transition assistance programs. This process will include:
  - 1. Projected timeline of internal QC reviews;
  - 2. Mechanics of internal QC review; and
  - 3. Report procedures

### 8-2 Accountability

- A. The OCHCO Accountability Branch will ensure that the review of activities covered under this policy, are included when conducting reviews/audits of the human capital recruitment and placement activities.
- B. On a cyclical basis, and as needed, the OCHCO Accountability Branch will conduct reviews/audits of the CTAP, ICTAP, and RPL programs. These audits may be in addition to a comprehensive Delegated Examining or Merit Staffing audit.
- C. The reviews/audits will be conducted to ensure compliance by:
  - 1. HR Specialists in performing their duties and responsibilities, in conformance with Federal regulations and this Policy; and
  - 2. Selecting officials in properly executing their responsibilities under the CTAP, ICTAP, and RPL programs during the recruitment and selection process.
- D. Documentation including, but not limited to, certificates, case files (both hardcopy and electronic), etc., necessary for review and/or reconstruction of any action may be requested and must be provided within five business days.
- E. Servicing HR Offices are responsible for completing corrective actions based on audit findings and submitting reports of completion within established deadlines.

**Appendix A**



**Department of Housing and Urban Development  
Reemployment Priority List Registration Sheet**

1. Register Update Removal	2. Servicing HR Office Name, Address, & Name of HR Specialist				
<b>Part 1 – Registrant Information</b>					
3. Registrant Name					
Last		First		Middle Initial	
4. Registrant Address					
Street Address			City	State	Zip
5. Registrant Telephone Number (Include Area Code)		6. Registrant E-mail Address			
7. Retention Order Code			8. Date of Separation		9. Work Schedule
10. Available for Temp Appointment?			YES		NO
11. Available for 120 day or less Appointment			YES		NO
<b>Part II – Position Information</b>					
12. Series Qualification					
	Pay Plan	Position Title	Series	Highest Grade Eligible	Lowest Grade Acceptable
a. Position of Record					
b. Series 1					
c. Series 2					
d. Series 3					
e. Series 4					
f. Series 5					
13. Commuting Area			14. Reason For Separation		
a. Duty Station Code			Reduction In Force		
b. City, State			Compensable Injury/Disability		
<b>Part III – Removal</b>					
15. Check One	16. Reason				17. HR Initials and Date
	Appointment (Attach appointment information)				
	Registrant Request (Attach supporting documentation)				
	Declination of Offer or Other (Attach supporting documentation)				
18. Registrant Signature & Date					
19. HR Signature & Date					

## Reemployment Priority List Registration Sheet Form Instructions

**Intent:** This form is used to register eligibles in the HUD Reemployment Priority List. It is also used throughout the lifecycle of the eligibles participation in the program to document updates and changes in status.

**Instruction:**

**Block 1** – Check the appropriate selection based on action taken:

Register – initial registration

Update – any time there is an update to the eligibles information excluding removal.

Removal – when the eligible is removed for any reason from the RPL.

**Block 2** – Type the servicing HR office, address, and the name of the HR Specialist responsible for the action being taken

**Block 3** – Self-explanatory

**Block 4** – Self-explanatory

**Block 5** – Self-explanatory

**Block 6** – Self-explanatory. Recommend the use of personal email addresses

**Block 7** – Enter two-part retention order standing. First part based on tenure group; second on veteran preference status:

Tenure Group I	Tenure II	Tenure III
<p><b>Competitive Service</b> - includes employees serving under career appointments that either have completed initial appointment probation or are not required to serve initial appointment probation.</p> <p><b>Excepted Service</b> - includes permanent employees whose appointments carry no restriction or condition such as conditional, definite, specific time limitation, or trial period.</p>	<p><b>Competitive Service</b> - includes employees serving under career-conditional appointments and career employees serving initial appointment probation.</p> <p><b>Excepted Service</b> - includes employees who are serving trial periods or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.</p>	<p><b>Competitive Service</b> - includes indefinite employees, employees under term appointments, employees in status quo, employees under any other non-status non-temporary appointments, and employees serving on provisional appointments.</p> <p><b>Excepted Service</b> - includes employees whose appointment is indefinite; those whose appointments have specific time limitations of more than one year; employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment; and employees serving on provisional appointments.</p>
<b>AND</b>		
<b>Veteran Preference Status</b>		
<b>AD</b>	30 % or More Disabled Vets	
<b>A</b>	All other Veteran Preference eligibles	
<b>B</b>	Non Veterans	

**Block 8** – Self-explanatory

**Block 9** – FT: Full time or PT: Part-time. If part-time, annotate hours

**Block 10** – Put an “X” next to the block based on the registrant’s availability for Temporary Appointment

**Block 11** - Put an “X” next to the block based on the registrant’s availability for appointment lasting less than 120 days.

**Block 12 a** - List the registrant’s current position of records including pay plan, position title, and series. Annotate current grade under “Highest Grade Eligible.”

**Block 12 b-f** – List the positions the RPL is interested in consideration including pay plan, position title, series, & Lowest Grade Acceptable. The HR Specialist will annotate the “Highest Grade Eligible” based on the qualifications determination. Attach a separate piece of paper for additional positions.

**Block 13 a** - List the Duty Station Code from block 38 of the SF-50.

**Block 13b** – List the Duty Station from block 39 of the SF-50

**Block 14** – Put an “X” next to the reason for Separation

**Block 15** – Check the reason for removal

**Block 17** – Self-explanatory

**Block 18** – Registrant signature required on initial registration and updates. An attached email may substitute for registrant signature on updates only.

**Block 19** - Self-explanatory